

OFF-CYCLE & PROBATIONARY REVIEWS

**UNIVERSITY SHRA PERFORMANCE MANAGEMENT PROGRAM**

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| **OFF-CYCLE REVIEWS**  |
| Off-Cycle reviews are check-ins between supervisors and employees during the performance cycle that occur as often as is necessary. There are several types of off-cycle reviews: * Interim reviews must be completed by October 31.
* Probationary reviews must be completed quarterly (recommended July, October, January, April).
* Transfer reviews must be completed when a supervisor or employee transfers to another position.
* Employee-requested reviews can be completed anytime during the cycle but must be at least 60 days from the last review and can only request once a cycle.

Supervisors may conduct additional off-cycle reviews as often as deemed necessary. Supervisors are expected to meet with the employees, review the employee’s progress on the institutional and individual goals on the performance plan, and provide the employee an opportunity to ask for any clarification of expectations. The supervisor documents the conversation (at least a paragraph summarizing the employee’s performance so far in the cycle) and both the supervisor and employee initial the review. |

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| **Date of Review** | **Interim** | **Transfer** | **Employee-Requested** | **Supervisor Initials** | **Employee Initials** |
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| **Comments:** |  |

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| **Date of Review** | **Interim** | **Transfer** | **Employee-Requested** | **Supervisor Initials** | **Employee Initials** |
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| **Comments:** |  |
| **Date of Review** | **Probationary Review** | **Supervisor Initials** | **Employee Initials** |
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| **Comments:** |  |

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| **Date of Review** | **Probationary Review** | **Supervisor Initials** | **Employee Initials** |
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| **Comments:** |  |

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| **Date of Review** | **Probationary Review** | **Supervisor Initials** | **Employee Initials** |
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| **Comments:** |  |